



CHILD CARE CENTER PLAN REVIEW APPLICATION

Brunswick County Health Services, Environmental Health Section
25 Courthouse Drive ▪ P. O. Box 9 ▪ Bolivia, NC 28422
(910)253-2150

Email: flplans@brunswickcountync.gov

_____ New _____ Remodel _____ Ownership Change

Name of Establishment:	
Previous Name (if applicable):	
Establishment Address:	
Establishment Phone:	Fax:
Applicant Name/Title:	
Address:	
Email:	
Phone:	
Number of children for which facility will be licensed:	

Submit the following items to the address above to begin the plan review process:

- _____ Complete set of plans drawn to scale (1/4" = 1' minimum) showing the location of storage areas, food service areas, diaper changing areas, trash can wash facilities, and general plumbing, electrical, mechanical and lighting information;
- _____ Identify each classroom on the plan with the age group(s) using the room;
- _____ Site plan showing the location of exterior equipment such as dumpsters and playground equipment;
- _____ Completed Child Care Center Plan Review Application;
- _____ Proposed menu for all meals/snacks.

BUILDING INFORMATION

New Building ☐

Existing Building ☐

Proposed Construction Date: _____

Year Building Constructed: _____

Proposed Opening Date: _____

Proposed Opening Date: _____

If built prior to 1978, has this structure been tested for the presence of lead-based paint by a certified inspector or risk assessor? _____ If yes, provide name and attach copy of report.

City Water ☐

Private Well* ☐

*Private water supply wells must comply with the construction requirements of 15A NCAC 18A .1700 and 15A NCAC .0100 2C.

City Sewer ☐

Septic System* ☐

*On-site wastewater systems must be specifically approved for the proposed use and permitted by the Department or other Regulatory Agency.

Zoning Jurisdiction:

County Jurisdiction ☐ Town Jurisdiction ☐ Name of Jurisdiction: _____

Is this a center located in a residence? _____

HOT WATER SUPPLY

Hot water temperature in the kitchen and laundry must be provided at a minimum of 120°F. Hot water at all areas accessible to children must be maintained between 80°F – 110°F. Provide specifications for water heater(s):

Water Heater 1 (tank size and KW or BTUs): _____

Water Heater 2 (tank size and KW or BTUs): _____

If one heater will be used describe how required hot water temperatures will be maintained in each area.

Describe the location of the can wash and how it will be made inaccessible to children if supplied with water over 110°F: _____

FINISH SCHEDULE

Please indicate which materials will be used in the following areas:

	FLOORS	WALLS	CEILING
KITCHEN			
RESTROOMS			
STORAGE ROOMS			
LAUNDRY ROOMS			
CLASSROOMS			

FOOD SERVICE

	YES	NO
Will meals be prepared on-site?	()	()
Will any foods be fried?	()	()
Will any foods be cooled for use at a later date?	()	()
Will fruits/vegetables be washed on-site prior to service?	()	()

Where will children eat meals? (classroom, dining area, etc.) _____

List make/model numbers for refrigeration units: _____

Will any food or snacks be prepared/portioned in a classroom? _____

If yes, indicate which classroom(s) and describe preparation area(s): _____

Describe how the kitchen will be made inaccessible to children: _____

Infant Food Service (If Applicable):

Will bottles, cereal, formula, food be prepared in the classroom? _____

If yes, is a separate handsink and countertop space provided? _____

If no, where will infant food be prepared? _____

Where will bottles be stored prior to service? _____

What method will be used to warm bottles? _____

DISHWASHING FACILITIES

What types of eating and drinking utensils will be used?

Single-use (throw away) ☐

Multi-use (wash & re-use) ☐

Provide dimensions of dish sink basins and drainboards/countertop space or attach specification sheet(s): _____

What type of sanitizer will be used for food service equipment? _____

Will a dishwasher be used? _____

If yes, provide make and model number: _____

Type of sanitizer used: Hot water ☐ Chemical ☐

CLEANING AND SANITIZING

How and where will toys in infant and toddler rooms be cleaned and sanitized? _____

What type of sanitizer will be used for toys? _____

What type of disinfectant will be used for diapering areas, toilets and lavatories? _____

HANDWASHING

Does each toilet area have a lavatory? _____

What type of faucets will be used at lavatories (manual, automatic, etc.)? _____

How will lavatories be made accessible to children? _____

DIAPERING

Do all rooms with children in diapers have diapering stations? _____

If no, please explain: _____

Where will soapy water and disinfectant be stored? _____

Where will diaper creams, gloves, powders, etc. be stored? _____

Will potty chairs be used? _____ If yes, where will they be cleaned? _____

Will cloth diapers be allowed? _____ If yes, describe proposed procedure for use: _____

STORAGE

Describe storage for children’s personal items (cubbies, etc)?: _____

(NOTE: Coat hooks must be spaced at least 12 inches apart.)

Describe storage for prescription medications: _____

Describe storage for emergency medications: _____

Describe storage for non-aerosol sanitizing, disinfecting, and detergent solutions, hand sanitizers, and hand lotions: _____

Describe storage for employee personal belonging (purses, keys, employee items): _____

Describe storage for corrosive agents, pesticides, bleaches, detergents, cleansers, polishes, any product which is under pressure in an aerosol dispenser, and any substance which may be hazardous to a child if ingested, inhaled, or handled: _____

(NOTE: Locked storage rooms and cabinets shall include those which are unlocked with a combination, electronic or magnetic device, key or equivalent locking device.)

OUTDOOR FACILITIES

Does your facility have a swimming or wading pool? _____

(NOTE: Swimming and wading pools must be designed, constructed, operated, and maintained in accordance with the Rules Governing Swimming Pools, 15A NCAC 18A .2500. Unfiltered and non-disinfected containments of water may not be used for water recreation activities.)

Are any outdoor structures made of chromated copper arsenate pressure-treated wood? _____

If yes, list equipment and when/how structures were last sealed? _____

(Note: The premises, including the outdoor learning environment, shall be kept clean, drained to minimize standing water, free of litter and hazardous materials, and maintained in a manner which does not encourage the harborage of vermin. All debris, glass, dilapidated structures and broken play equipment shall be removed. Wells, grease traps, cisterns and utility equipment shall be made inaccessible to children.)

GENERAL

Describe the proposed waiting area for those children who become ill to the extent that they can no longer participate in routine group activities. _____

Will any animals live at or visit the child care center? _____ If yes, describe the type of animal, location and any policies/procedures for veterinary exams and/or records that will be required. _____

.....
I certify that the information in this application is correct and I understand that any deviation without prior approval from Brunswick County Environmental Health may nullify plan approval.

Name (print/sign): _____

Title: _____ Date: _____